

2.5 Data Protection Policy

Karslakes Solicitors Ltd is required to comply in a number of ways with the Data Protection Act 1998 ('the Act'). The first of these is registration under the Act. It is the responsibility of the Designated Data Controller to ensure that:

- The firm is registered for all necessary activities under the Act;
- There is a process of continual review to determine whether any changes in the firm's registration are required as a result of changes in the nature of the business;
- The details of the firm as registered are kept up to date;
- New staff members will be trained on induction

It also creates a legal right for individuals to request access to their personal information held by us in relation to their legal business we have undertaken or otherwise.

We comply with the following:

Data Protection Principles

These eight rules require personal data to be:

- Processed fairly and lawfully
- Processed only for specified and lawful purposes
- Adequate, relevant and not excessive
- Accurate and, where necessary, kept up-to-date
- Not kept longer than necessary
- Processed in accordance with an individual's rights under the Act
- Kept secure
- Not transferred to non-European Economic Area (EEA) countries without adequate protection

Consent

The submission of any personal data to us, shall constitute your consent to allow us to process your personal data in accordance with the terms of this policy.

Personal data is defined as any personal information (including sensitive personal data) that is capable of identifying you. This may include your name, address, telephone number, fax number or e-mail address.

Opt-out

If you have submitted your personal data, and later decide that you would like us to discontinue, you can choose to "opt-out" at any time.

To opt-out, please send an electronic mail headed "opt-out" to [The Data Protection Officer](#)

Collected Information

Personal data may be requested by us, or voluntarily forwarded by you through one of several electronic mail hypertext links or contact forms, present in the body of this website.

Use of personal data

The personal data collected by us from you, may be utilised by us to:

- Fulfil your order and administer your account;
- Notify you about enhancements to our services;
- Market our products and services;
- Contact you by mail, telephone, email, text message, or any other reasonable method.

Disclosure and use of your personal data by third parties

Karslakes Solicitors Ltd will not sell or give your personal data to any third party for marketing purposes.

If relevant, we may allow other people and organisations to use information we hold about you for the purpose of providing services you have asked for, or as part of the process of selling one or more of our services.

Data Security

One of the aspects which the firm is keen to observe is with regard to the security of data. This may mean electronic or physical security.

The need to ensure that data is kept securely means that precautions must be taken against physical loss or damage, and that both access and disclosure must be restricted. All personnel must comply with such policies.

Cookies

We use cookies on our website to create the best possible experience for our clients. To monitor and improve our website, we may gather certain information about you when you use it. Any disablement of the cookies function may hinder some of this website functionality, for which we shall not be responsible.

For further information regarding our cookie policy

Access

Under the Data Protection Act 1998, you have the right to:

- Ask what information we hold about you and why;
- Ask how to gain access to it;
- Be informed how to keep it up to date;
- Be informed what we are doing to comply with its obligations under the 1998 Data Protection Act.

Administration

Any enquiries regarding this policy must be directed in writing for the attention of our Data Protection compliance officer.

Please send such requests in writing to 96 High Street Guildford GU13HE, marked for the attention of the Data Protection compliance officer. Any request must be accompanied by the statutory administration fee of £10.00.

If you believe that any information held by us is incorrect, inaccurate or incomplete, then you must write without delay to our Data Protection compliance officer, highlighting the corrective action to be taken. If any information is found to be incorrect, it shall be corrected promptly.

In addition we operate the following file retention periods and schedule of original documents:-

FILE RETENTION PERIODS

Category	Includes	Retention
Property Purchase & Mortgage Files	Purchase Re-Mortgage Deed of Postponement Mixed Property Purchase & Sale Deed of Easement eg: Rights of Way Deed of Covenant	16 Years
Property Sale & Other Property Matters	Sale of Property Planning Housing General advice	7 Years
Leasehold Matters	Lease Agreements Licence Agreements Variations Surrender Assignment Rent Review General Advice	Term + 7
Litigation	Civil Criminal Tribunals-Employment, Pensions Welfare	7 Years
Private Client	Non Litigation Advice- Employment Pensions, Personal Insolvency, Tax, Powers of Attorney (Non Enduring)	7 Years
Immigration	General Advice Tribunal Asylum	7 Years

Trusts, Wills & Probate	Will Drafting Probate etc Trust Matters Enduring Powers of Attorney Settlements Court of Protection	21 Years
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Business	Company Formation Partnership Formation Sale/Merger/ Purchase Insolvency Investment/Share Issue	7 Years
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Divorce, Children Disputes & Ancillary Relief	Divorce Children	3 Years after Youngest Child is 18
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Administration	Employment/Tax Records Insurance Law Soc/SRA Correspondence Diaries Manuals Electronic Records	11 Years
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Firm Accounts	Office Account	11 Years
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Client Accounts	Ledgers Bank Statements Stubs, Paying Slips, Receipts etc	11 Years
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Schedule of Original Documents

1. Conveyancing Deeds
2. Abstract of Title
3. Lease/Counterpart Lease/Licence to Assign or Sub-let
4. Life Assurance/Mortgage of Life Policy
5. Power of Attorney
6. Charge Certificate
7. Land Certificate
8. Tenancy Agreement
9. Assignment of Mortgage Deed
10. Mortgage Deed/Legal Charge
11. Guarantee Certificate
12. Endowment Policy
13. NHBC Certificate
14. Leasehold Assignment
15. Assent
16. Grave Deeds
17. Deed of Covenant
18. Grant of Easement
19. Marriage and Civil Partnership Certificates
20. Birth Certificate
21. Immigration Order
22. Passport
23. Deed of Separation/Matrimonial Deeds
24. Share Certificate
25. Deed of Partnership
26. Patents and Assignments of Copyrights
27. Will/Codicil
28. Bank Pass Book
29. Retirement Policy
30. Deed of Gift/Trust
31. Investment Business/Assignment of Goodwill
32. Bonds
33. Change of Name Deeds
34. Statutory Declaration
35. Personal effects/valuable items
36. Documents of historical or archival value.